



MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *FC*
Bureau of Communication and Computer Services

DATE: February 21, 2002

SUBJECT: FY02 Order Cutoff Dates

This letter is a reminder of the upcoming cutoff dates for orders to be processed in FY02. The dates established below apply to all FY02 telecommunications orders. If your request is received by Central Management Services (CMS) on or before the proper date, your order should be processed and billed in FY02. **TSRs must clearly state that the work should be billed in FY02.**

The categories listed below require different processing procedures and paperwork and, as a result, have different intervals. Procurements that require the most time to process are the ones that are sent to third parties for input and completion, (i.e. CMS Contract Administration, vendors for bid, etc.).

Adherence to the following dates will allow sufficient lead time to permit proper review and processing of requests. Please notify your staff of the deadlines. The cutoff dates are:

- Requests for large office moves or new locations (over 30 stations) – **May 17**
- Requests for small systems or system upgrades – **May 31**
- Routine orders for move, add, and change (MAC) work – **May 31**

If you have any questions regarding this letter or are aware of FY02 projects that may be a problem, please call your agency's Communications Systems Specialist (CSS) or Theresa Starling of CMS Voice Order Processing at (217) 782-1223.

FC:dw